

DOCUMENT RESUME

ED 035 358

HE 001 272

TITLE Governance Report; Queens College of the City University of New York.

INSTITUTION City Univ. of New York, N.Y. Queens Coll.

PUB DATE Nov 69

NOTE 9p.

EDRS PRICE MF-\$0.25 HC-\$0.55

DESCRIPTORS *Administration, *Governance, *Governmental Structure, *Higher Education, Policy Formation, *Student Participation

IDENTIFIERS *Queens College

ABSTRACT

This "Governance Report," attacking "fundamental and important campus issues," grew out of the work of a committee of students, faculty and administration. It recommends creation of an Academic Senate to replace the Faculty Senate as the supreme legislative body of Queens College. It is to be composed of 54 tenured faculty, 18 non-tenured faculty, and 36 students as well as several ex-officio non-voting members. Rules governing meetings and selection of members are included. The Senate is to have the power to: determine policies, standards, programs and goals of the College; safeguard academic freedom, advise and consent on the appointment of the president and all deans, recommend candidates for the presidency and deanships as vacancies occur; propose amendments and revisions to the By-laws of the Board of Higher Education; and provide for the implementation of the foregoing powers. (JS)

GOVERNANCE

ED035358

REPORT

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Queens College
of the City University of New York

TO THE MEMBERS OF THE QUEENS COLLEGE COMMUNITY

Ladies and Gentlemen:

In this booklet is the text of the Governance Report as it was adopted by the Faculty Council last May. The Report is now subject to a referendum of the students and members of the instructional staff.

The Board of Higher Education has stated that it "will view with favor" the substitution of a new set of by-laws for any unit of the University which wishes to create and propose a new governance structure provided that the proposed system is

- (a) drafted by a joint student-faculty-administration group;
- (b) approved by referendum by 75% of the members of the full-time instructional staff who vote and 75% of the student body who vote in such referendum.

In addition, the Board requires that the President specifically recommend approval of the Report.

This Report has been long in the making. It came out of the work of a committee of students, faculty, and representatives of the administration who began their study of college governance in November 1968. They submitted their recommendations to the Faculty Council in April 1969.

If it is adopted, the Governance Report will change Queens College. The Report is not a timid one. It tackles fundamental and important campus issues.

We urge you to inform yourself about the Report. There will be a series of panels and other discussions to examine the pros and cons of the Report's provisions. Individual questions that are deposited in the Information Center in Academic II will be answered.

Notices about the referendum will be posted on campus. Please vote.

President Joseph P. McMurray

Professor Gabriel Fontrier and
Mr. Harry Nussdorf

Co-chairmen
Committee for the Referendum

VOTER GUIDE FOR THE REFERENDUM

A referendum on the Governance Report is required in the Report itself and by mandate of the Board of Higher Education. The referendum is under the supervision of a special committee of faculty and students whose names appear on the preceding pages. Voting procedures and tabulation will be conducted by an independent outside organization.

Students registered in *any* program of study at Queens College during the Fall 1969 semester may vote. Students are eligible to vote whether they attend full-time or part-time, whether they are matriculated or non-matriculated, whether or not they enrolled in credit or non-credit courses, whether they are undergraduate or graduate students.

Only full-time members of the instructional staff may vote in the referendum; i.e., those in the following ranks: president; dean; professor, associate professor, assistant professor, adjunct professor, visiting professor, instructor; registrar, associate registrar, assistant registrar; business manager, assistant business manager, assistant to business manager; College physician; higher education officer, higher education associate, higher education assistant, assistant to higher education officer; lecturer; college science assistant (A,B,C); college science technician (A,B,C); research associate, research assistant; teaching assistant. Those serving part-time in any of the ranks listed are not eligible to vote.

Notices about the referendum will be posted on the campus, will be heard over the campus radio station WQMC - 590 AM, and will appear as advertisements in the campus newspapers *Phoenix* and *Knightbeat*. Please watch for these notices.

For further information: Information Center, Academic II, or Office of Student Activities, Social Sciences 110.

COMMITTEE FOR THE GOVERNANCE REPORT REFERENDUM

Mr. Harry Nussdorf and Prof. Gabriel Fontrier
Co-chairmen

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Mr. Jules Garfunkel
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REPORT OF THE AD HOC FACULTY-STUDENT COMMITTEE ON COLLEGE GOVERNANCE

ADOPTED AS AMENDED BY THE
FACULTY COUNCIL
MAY 29, 1969

(The text of the Governance Committee's Introduction is included for your reference. It is not presented for referendum.)

INTRODUCTION

The Faculty Council, in its resolution of November 7, 1968, gave a broad mandate to the Ad Hoc Faculty-Student Committee on College Governance:

1. Determine the areas of responsibility of students, faculty and administrators in the governance of the College,
2. Make appropriate recommendations for the maintenance or modification of the rules and usages by which the College is governed,
3. Make a final report to the Faculty Council and to the Student Association on April 17, 1969."

The report of the Committee follows, but some preliminary comments are in order.

At the outset, the Committee became aware of the restrictions that could be imposed upon its suggestions by the By-Laws of the Board of Higher Education. It was the Committee's decision not to be limited by the current By-Laws but to seek any amendments that its report might require. The Committee urgently requests that Faculty Council discuss the report under the same conditions, for if proposals are limited by existing By-Laws the possibility of significant change is precluded.

The Committee recognizes that there are additional areas which require immediate attention other than

those treated in our report. We have made some recommendations in Appendix B. Although the Committee would have liked to consider all of the identifiable problems, time dictated that it choose only the most basic. Its focus fell upon the principal legislative body of the College since it is in that body that the ultimate power must reside.

The Committee turned its energies to the creation of a truly representative body with appropriate powers, and it unanimously submits its recommendations to you.

It respectfully suggests that its report be considered in three parts:

The Report—Section I through Section XI
Appendix A
Appendix B

These distinctions have not been made because the materials in the Appendices are less important. Rather, they have been made because Appendix A is concerned with the suggested ratification procedure of the report and Appendix B is a suggestion for immediate action on the part of the Faculty Council.

Because of the fundamental changes in college governance proposed in this report, the Committee recommends that a period of one week be given for study and discussion of the proposal before the convocation of a special session of the Faculty Council to consider its adoption in accordance with the procedures recommended in Appendix A.

THE REPORT

The following is the text of the Governance Committee Report, presented for referendum.

SECTION I

It is recommended that an Academic Senate be created to replace Faculty Council and such other bodies whose duties it may appropriately assume. This Academic Senate shall be the supreme legislative body of Queens College and shall exercise the following powers:

- A. To determine the policies, standards, programs, and goals of the College, and to safeguard academic freedom.
- B. To advise and consent on the appointment of the President and all Deans and to recommend candidates for appointment to the position of President or Dean as vacancies occur.
- C. To propose such amendments and revisions to the By-Laws of the Board of Higher Education and such legislative acts as shall be deemed necessary and proper.
- D. To provide for the execution of the foregoing powers and all other powers vested in the Academic Senate or any subdivision or officer thereof.

SECTION II

The Academic Senate shall be a representative body composed of 108 elected members of the teaching staff (as defined in A.5., B.2., B.3., and B.4. below) and student body, apportioned as follows:

Tenured faculty	54
Non-tenured faculty	18
Students	36
<i>Ex officio</i> , non-voting	(See paragraph D below)

A. *Tenured faculty* representatives shall be elected from among the ranks of Professor, Associate Professor, Assistant Professor, and Instructor who shall have attained tenure on or before September 1, following their election.

- 1. Each academic department shall elect one (1) representative.

- 2. Where there are fewer than three (3) tenured faculty members in a department, the department shall have the right to elect its representatives from among the non-tenured faculty as defined in paragraph B below. Any non-tenured faculty elected under this provision will be counted among the fifty-four (54) tenured faculty representatives.
- 3. Six tenured representatives shall be elected at large from among the tenured faculty.
- 4. The balance of the fifty-four (54) tenured representatives shall be elected from the largest departments in descending order of size, each department electing one such representative. The determination of size will be based on a count of those members of the department as defined in 5. below.
- 5. All members of academic departments holding the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and full-time Lecturer may vote for both the departmental and at-large tenured representatives. "Full-time Lecturer" is understood to mean only those who are on annual appointment.

B. *Non-tenured faculty* representatives shall be elected from among the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer who shall *not* have attained tenure on or before September 1, following their election.

- 1. The eighteen (18) non-tenured faculty representatives shall be apportioned as follows:

- 4 Division of the Arts,
Day Session
- 4 Division of Social Sciences,
Day Session
- 3 Division of Mathematics
and Natural Sciences,
Day Session
- 5 School of General Studies
- 2 SEEK Program

2. Day Session. All members of academic departments in the Day Session holding the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer may vote for the Day Session representatives.

3. School of General Studies. All members of academic departments in the School of General Studies holding the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer may vote for the School of General Studies representatives.

4. SEEK. All members of the staff of the SEEK Program holding the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer may vote for the SEEK representatives.

C. *Student representatives* shall be elected from among undergraduate and graduate students in good standing. Representatives will be apportioned as follows:

- 1. Day Session. For purposes of these elections, Day Session students will be divided into three groups:

- a. Upper senior, lower senior, and upper junior classes.
- b. Lower junior and upper sophomore classes.
- c. Lower sophomore, upper freshman, and lower freshman classes.

Those included in each of these groups will elect four (4) representatives from their number. In addition, the Day Session students will elect eight (8) representatives at large.

2. School of General Studies. For purposes of these elections, School of General Studies students will be divided into two groups:

- a. Matriculated students will elect four (4) representatives at large from their number.
- b. Non-matriculated students will elect three (3) representatives at large from their number.

3. Graduate Division. Matriculated graduate students based at Queens College who have not exercised their franchise under B.2. will elect five (5) representatives at large from their number.

4. SEEK. Students enrolled in the SEEK Program will elect two (2) representatives at large from their number.

5. Adult Continuing Education. Students enrolled in the Adult Continuing Education Program will elect two (2) representatives at large from their number.

D. *Ex officio* non-voting membership in the Academic Senate shall be extended to the President of Queens College, the President of the Student Association, the President of the School of General Studies Student Council, the President of the Queens College Alumni Association, all Deans, Associate Deans, and Assistant Deans, the Business Manager, the Director of College Relations, the Registrar, and the directors of special programs, or their certified representatives. They shall have the privilege of the floor, the power to make motions, participate in debate, and any and all other privileges accorded to regular members of the Academic Senate with the exception of voting and holding office.

E. The certification of class standing and faculty rank shall be made by the Dean of Students and the Dean of the Faculty respectively.

F. One alternate shall be elected for each senator at the time of the regular election. It shall be the responsibility of each senator when he is unable to attend to his duties to notify his alternate so that the alternate may carry on in his place. If he is unable to undertake said notification the presiding officer of the Senate shall do this for him.

G. A recall vote shall be held upon petition signed by one-quarter ($\frac{1}{4}$) of a senator's constituency. The constituency for the purpose of recall shall consist of no less than the total number of votes cast with reference to a particular seat. A majority of the votes cast for recall shall cause the recall of the representative and his seat shall thereby become vacant. When a representative has been recalled a special election shall be held to fill the unexpired portion of the term.

SECTION III

A. Faculty representatives to the Academic Senate shall serve for a term of two (2) years. Half of the faculty membership of the first Academic Senate shall be elected for one (1) year, half for two (2) years. Elections thereafter shall be for two (2) years on a rotating basis.

B. Student representatives to the Academic Senate shall serve for a term of one (1) year.

C. Elections shall take place during the last three (3) weeks of classes of the Spring semester. The first meeting of the new Academic Senate shall take place no later than June 1 at which time it succeeds the preceding Academic Senate. The first meeting shall be convened by the Chairman of the Elections Committee who shall serve as Chairman *pro tempore* until a permanent Chairman is elected. The Academic Senate shall meet regularly on the second Thursday of each month from October through May. The Senate may hold, in accordance with its By-Laws, special meetings.

SECTION IV

Regular meetings of the Academic Senate shall be open to all members of the Queens College community, and all shall have the right to speak on the floor. The Academic Senate will be free to hold executive sessions, without any non-members present save such as may be invited.

SECTION V

A. The business of the Academic Senate shall be conducted according to *Robert's Rules*

of *Order Revised* (latest edition) unless, a quorum being present, a 2/3 majority of members present and voting deems otherwise.

- B. A quorum shall consist of one more than half of the voting membership.

SECTION VI

- A. The Academic Senate shall elect annually from its elected voting membership its Chairman, Deputy Chairman, Secretary, and such other officers as it deems necessary. A recording secretary, not necessarily a member of the Academic Senate, may be appointed by the Chairman.
- B. There shall be a nine-member Executive Committee of the Academic Senate which will be responsible for preparing an agenda for all meetings and for carrying on the business of the Academic Senate between regular meetings. It shall have such other duties as will be assigned to it by the members of the Academic Senate. The officers of the Academic Senate shall be members of the Executive Committee, with the remainder of the positions filled by election by the Academic Senate so that there shall be three (3) student members.

SECTION VII

Officers of the Academic Senate may serve no more than four (4) consecutive years in any one (1) office.

SECTION VIII

The power to advise and consent shall extend to the appointment of the President of the Col-

lege and all Deans. Upon the occurrence of a vacancy, the Academic Senate may appoint a search committee to present nominations of Deans to the President of Queens College, or, in the case of the nomination of the President of Queens College, to the Board of Higher Education. This does not preclude nominations from other sources.

SECTION IX

The Academic Senate shall create such standing, *ad hoc*, and special committees as it shall deem necessary.

- A. Committee membership shall be open to all members of the instructional staff and to all students in good standing.
- B. All committee members shall be elected by the Academic Senate from among nominees provided by a nominating committee and/or by nominations from the floor.
- C. Committees normally shall be composed of an equal number of members of the instructional staff and students, except when otherwise considered appropriate because of the nature of the problem to which the committee will address itself. All committees shall report to the Academic Senate at least once each year.
- D. Each committee shall elect from among its membership a chairman or co-chairman.
- E. When feasible, appointments to standing committees shall be for a period of two years, on a rotating basis.
- F. No student shall serve on more than one committee of the Academic Senate at one time.

SECTION X

A. The report, upon approval by the Faculty Council, shall be submitted to referenda of the full-time members of the instructional staff and students in good standing. The results of the referenda shall be transmitted to the Board of Higher Education and an appropriate recommendation shall be made to the President of Queens College.

B. A committee shall be constituted by Faculty Council composed of eight (8) members of the teaching staff and eight (8) students as specified in Article C below. The duties of this committee shall be to take appropriate steps in preparation for the implementation of the report if finally approved.

C. The committee referred to in Article B above shall be composed of eight (8) members of the teaching staff (in the ranks listed in Section II. A.5) elected by the Faculty Council, and eight (8) student members. Of the student members, five (5) shall be elected by the Student Senate and three (3) by the School of General Studies Student Council.

SECTION XI

Agendas for regular meetings, and when possible for special meetings, of the Academic Senate shall be published in the College newspaper at least one week before the meeting. A summary of action taken shall be published as soon as possible after each regular or special meeting.

(The Appendices are included for your information and are not presented for referendum.)

APPENDIX A

Upon the approval of this report by the Faculty Council and the Student Association, we strongly suggest that separate referenda of the faculty and students be conducted in order to gain the approval of the proposal prior to its submission to the Board of Higher Education.

We urge this action for the following reasons:

1. We believe it appropriate for the Faculty Council and the Student Association to attempt to ascertain the feelings and attitudes of the campus community, and
2. Concurrence of a majority of the Queens College community should facilitate the acceptance by the Board of Higher Education of this proposal as submitted to them by the President of Queens College.

APPENDIX B

The Committee views this proposal as only the first of many steps necessary to establish adequate college governance. We therefore urge that the newly formed Academic Senate address itself immediately to the following problem areas:

1. The procedures by which faculty members are appointed, reappointed, promoted, granted tenure, or dismissed.
2. The procedures by which curriculum can be developed and changed.
3. The development of a code to regulate campus conduct.
4. The establishment of an appropriate judiciary body or bodies to adjudicate all questions arising under this code.
5. The establishment of an office of ombudsman.

It is recommended that a committee be appointed immediately to study the above questions and to make recommendations in these areas to Faculty Council or to the Academic Senate upon its being constituted. It is further recommended that this committee be composed of eight (8) members of the instructional staff and eight (8) students. To insure continuity, we further suggest that a portion of the faculty and student members be drawn from the membership of the Ad Hoc Faculty-Student Committee on College Governance. We propose that Faculty Council appoint the eight (8) faculty members and that the President of the Student Association and the President of the School of General Studies Student Council jointly appoint the eight (8) student members with the advice and consent of their respective legislative bodies.

AD HOC FACULTY-STUDENT COMMITTEE ON COLLEGE GOVERNANCE

The following are the members of the Ad Hoc Faculty-Student Committee on College Governance appointed by the Faculty Council in November, 1968.

Dean Jules Brody
Mr. Glen Brunman
Dean E. Richard Covert
Mr. Ira Dressner
Mr. Bernard Feldman (1)
Prof. Eugene Fontinell
Mr. Bernard Iser
Prof. Martin L. Kaplan
Mr. Harold Kirschbaum
Mr. Joseph Mulholland
Mr. Harry Nussdorf
Prof. Robert Picciotto
Mr. Edward Rudofsky, Co-chairman
Miss Mayra Silverio (replacement for
Mr. George Williams)
Prof. Albert Todd, Co-chairman
Mr. Robert Wolf

Miss Angela Pastore, Secretary (non-voting)

(1) Mr. Marc Izakson temporarily replaced
Mr. Feldman.